

## Comparing Hosted Catalog Items

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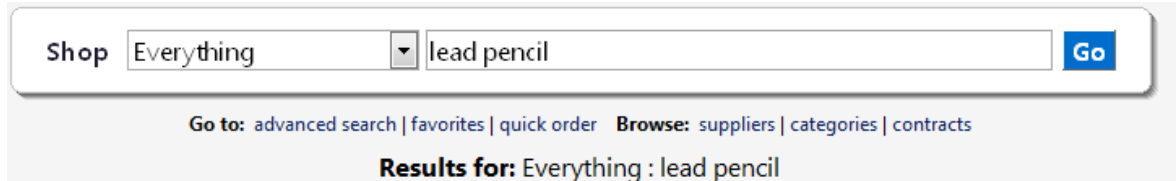
WISBuy allows a side-by-side comparison of multiple searchable items from any of the vendors listed in the “Shop at a Hosted Supplier Catalog” showcase. To compare items, perform an item search and then an item comparison.

### Performing an Item Search

Search for an item using the “shop at the top” search functionality in the Shop box; select Go.

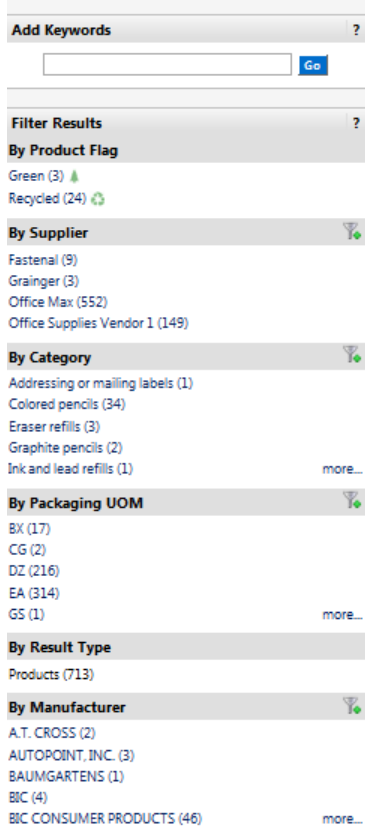
NOTE: Shop at the top only searches hosted catalogs.

1. For this example, the purchaser has searched for a lead pencil by entering “lead pencil” in the Shop at the Top search.



The screenshot shows the WISBuy search interface. At the top, there is a search bar with a dropdown menu set to 'Everything' and a text input field containing 'lead pencil'. To the right of the input field is a blue 'Go' button. Below the search bar, there are links: 'Go to: advanced search | favorites | quick order' and 'Browse: suppliers | categories | contracts'. Below these links, the text 'Results for: Everything : lead pencil' is displayed.

2. Search results can be further narrowed using the filter criteria from the left panel, if desired. The Filtering and Sorting Search Results Tutorial offers further information.



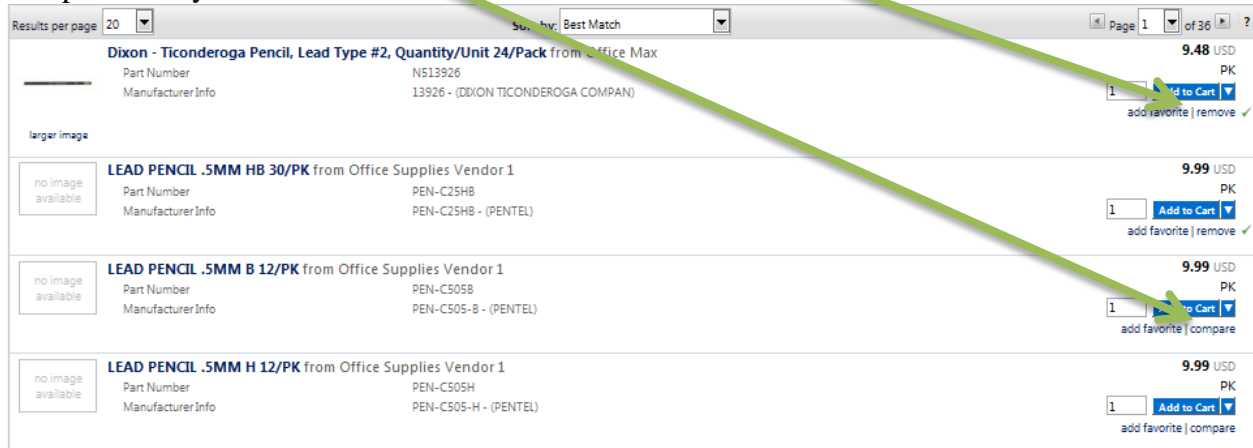
The screenshot shows the WISBuy filter panel. It has a search bar with the text 'Add Keywords' and a 'Go' button. Below the search bar, there are several filter sections, each with a title and a list of items with counts and icons:

- Filter Results** (with a question mark icon)
  - By Product Flag**
    - Green (3) (with a green leaf icon)
    - Recycled (24) (with a recycling icon)
  - By Supplier** (with a green leaf icon)
    - Fastenal (3)
    - Grainger (3)
    - Office Max (552)
    - Office Supplies Vendor 1 (149)
  - By Category** (with a green leaf icon)
    - Addressing or mailing labels (1)
    - Colored pencils (34)
    - Eraser refills (3)
    - Graphite pencils (2)
    - Ink and lead refills (1)
    - more...
  - By Packaging UOM** (with a green leaf icon)
    - BX (17)
    - CG (2)
    - DZ (216)
    - EA (314)
    - GS (1)
    - more...
  - By Result Type**
    - Products (713)
  - By Manufacturer** (with a green leaf icon)
    - A.T. CROSS (2)
    - AUTOPOINT, INC. (3)
    - BAUMGARTENS (1)
    - BIC (4)
    - BIC CONSUMER PRODUCTS (46)
    - more...

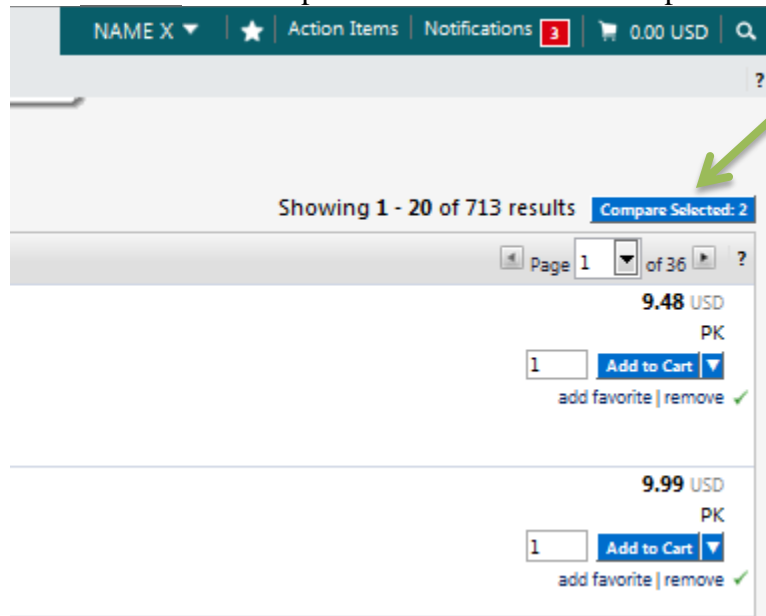
## Performing an Item Comparison

The purchaser has chosen to compare the first 4 results from the “lead pencil” search.

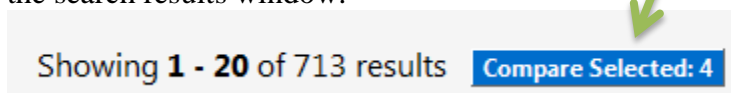
1. Click the “compare” link under the “Add to Cart” button to identify items to be compared. Once you click on the compare link it will alter to say: **remove** ✓ to remove the item from your comparison if you would like.



2. You will then need to click on the compare Selected: 4 to start comparison of selected items.



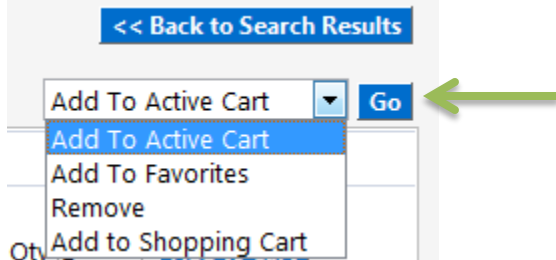
2. To perform the comparison, click on the “Compare Selected” button at the top-right corner of the search results window.



Criteria for each of the items can be compared side-by-side.

WISBUY WISCONSIN'S PCARD MARKETPLACE				
NAME X ★ Action Items Notifications 000 USD				
Shop Shopping Product Comparisons				
Back to Search Results				
Add To Active Cart Go				
Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add to Cart	Qty 1 Add to Cart	Qty 1 Add to Cart	Qty 1 Add to Cart	Qty 1 Add to Cart
Product Details	LEAD PENCIL .5MM HB 30/PK	Dixon - Ticonderoga Pencil Lead Type #2, Quantity/Unit 24/Pack	LEAD PENCIL .5MM H 12/PK	LEAD PENCIL .5MM B 12/PK
Catalog No.	PEN-C15HB	NS13926	PEN-C505H	PEN-C505B
Price	9.99 USD	9.48 USD	9.99 USD	9.99 USD
Supplier	Office Supplies Vendor 1	Office Max	Office Supplies Vendor 1	Office Supplies Vendor 1
Category	Lead refills	Wooden pencils	Lead refills	Lead refills
UOM	----	----	----	----
Price per UOM	9.99 USD / unit	9.48 USD / unit	9.99 USD / unit	9.99 USD / unit
Product Size				
Price per Product Size Unit:				
Select units:				
Category LINKPK	44-12-19-02	44-12-17-06	44-12-19-02	44-12-19-02
Color				
Image URL	----	http://maxbuyerofficemax.com/shop/...	----	----
Lead time	1	2 - 3 Days	1	1
Manufacturer Name	PENTEL	DIXON TICONDEROGA COMPAN	PENTEL	PENTEL
Manufacturer Part Number	PEN-C15HB	13926	PEN-C505-H	PEN-C505-B
More Information URL	http://www.staplelink.com/wabapp/w	http://www.officemaxsolutions.com/e	http://www.staplelink.com/wabapp/w	http://www.staplelink.com/wabapp/w
Packaging UOM	PK	PK	PK	PK
Product Size	1		1	1
UNSPSC	44-12-19-02	44-12-17-06	44-12-19-02	44-12-19-02
more info?	more info?	more info?	more info?	more info?

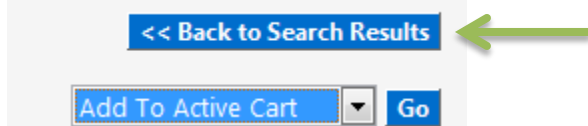
1. Options from the dropdown menu next to the “Go” button can be selected which will trigger an action for items with checkmarks placed in the row labeled “Select”.



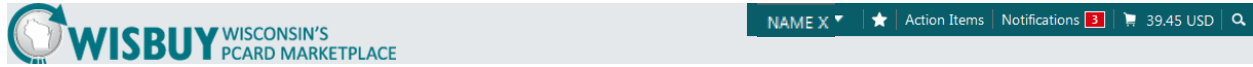
2. Items from a hosted supplier catalog contain a quantity field and the “Add to cart” button so that the shopper can easily add that item to their cart in the row labeled “Add to Cart”.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qty 1 Add to Cart	Qty 1 Add to Cart	Qty 1 Add to Cart	Qty 1 Add to Cart
LEAD PENCIL .5MM HB 30/PK	Dixon - Ticonderoga Pencil, Lead Type #2,	LEAD PENCIL .5MM H 12/PK	LEAD PENCIL .5MM B 12/PK

3. Click the “Back to Search Results” button to exit the comparison window.



4. If the shopper added an item to their cart while in the “Product Comparisons” window, the addition would be reflected in the cart icon box at the upper-right corner of the web page.



This concludes the lesson on Comparing Hosted Catalog Items in WISBuy. For further assistance, please contact [WISBuy@Wisconsin.gov](mailto:WISBuy@Wisconsin.gov) or visit the website at [wisbuy.wi.gov](http://wisbuy.wi.gov).